

## SELF-SERVICE CENTER

### INSTRUCTIONS: HOW TO COMPLETE THE PETITION TO MODIFY SPOUSAL MAINTENANCE (ALIMONY) OR SPOUSAL MAINTENANCE AND CHILD SUPPORT (Standard Process)

#### TO COMPLETE THIS FORM YOU WILL NEED:

- A copy of your current spousal maintenance or spousal maintenance and child support order.
- A copy of the Order of Assignment for this case, if there is one.
- If you are asking for a change in child support, a completed Parent's Worksheet for Child Support.

**TIP:** Complete this worksheet before you try to complete the Petition.

**FEES TO FILE:** There will be a charge for filing this Petition. There may be other charges including an "appearance fee" if this is the first time you have filed papers in this case. If you cannot pay these amounts, they may be deferred or waived. The Self-Service Center and the Clerk of the Court have the necessary forms to ask for a waiver or deferral.

#### INSTRUCTIONS FOR FILLING OUT THE PETITION FOR CHANGE OF A SUPPORT ORDER:

Match the lettered or numbered instruction below to the matching letter or number on the form. Write neatly. Use **black** ink.

- (A) Fill in the information requested at top left for the person who is filing this form. Write in the ATLAS number if you have one. If there is a current court order declaring your address is protected, simply write "protected" on the line provided for your address and make sure the Clerk of Court has valid contact information on file. The spaces marked "representing" and "state bar number" are used **only** if an attorney is preparing this form.
- (B) Fill in the names of the persons shown as the "Petitioner" and the "Respondent" on the order that established the child support (such as a divorce, paternity, or child support order). If your original case was a Paternity case, note that the Plaintiff is now called the Petitioner and the Defendant is now called the Respondent.
- (C) Fill in your Maricopa County case number.
- (D) Mark the box(es) about (the court order) you want to change. Your choices are (1) Spousal Maintenance (Alimony) (only) or (2) Spousal Maintenance AND Child Support.
- (1) **INFORMATION ABOUT THE PETITIONER and the RESPONDENT.** Fill in the information requested about the Petitioner and Respondent. If you were the Petitioner or Plaintiff in the original case, put your information in the spaces provided for the Petitioner. If not, put the information about the other party here and your information in the spaces provided for the Respondent.
- (2) **INFORMATION ABOUT THE CURRENT SUPPORT ORDER I WANT TO CHANGE.** Fill in the information about your current Spousal Maintenance/Support Order or Spousal

Maintenance and Child Support.

- (3) **INFORMATION ABOUT OTHER COURT CASES TO ENFORCE OR CHANGE THIS COURT ORDER.** Complete the information about other court cases that either party has filed to enforce or modify/change the court order you are trying to have changed. If you have any current enforcement or modification cases pending in any court, you cannot file this Petition unless you talk to an attorney and the attorney tells you that you can do it.

**Note:** If you signed an agreement that said spousal maintenance/support could **not** be changed, the Court *cannot* change your spousal maintenance/support amount.

- (4) **WHAT SPOUSAL MAINTENANCE/SUPPORT SHOULD BE.** Fill in the amount you want the judge to order for spousal maintenance/support. Tell the judge when spousal maintenance/support should begin and when it should end.
- (5) **SPOUSAL MAINTENANCE/SUPPORT SHOULD BE CHANGED, OR I AM ENTITLED TO HAVE THE PAYMENTS CONTINUE FOR THE FOLLOWING REASONS:** Describe the reasons and the substantial and continuing change in your circumstances that justifies the change in spousal maintenance/support.

**FILL IN (6), (7), AND (8), ONLY IF YOU ARE ALSO REQUESTING A CHANGE IN CHILD SUPPORT *IN ADDITION TO* REQUESTING A CHANGE IN SPOUSAL MAINTENANCE.**

- (6) **WHAT CHILD SUPPORT SHOULD BE.** Fill in the amount from item 36 of your completed *"Parent's Worksheet for Child Support."*
- (7) **CHILD SUPPORT SHOULD BE CHANGED FOR THE FOLLOWING REASONS:** Describe the reasons and the substantial and continuing change in your circumstances that require a change in child support.
- (8) **DEPARTMENT OF ECONOMIC SECURITY.** If you receive services from the Child Support Enforcement Administration (DCSE) or you know the other party does, mark the box "yes". Otherwise, mark the box "no". If you don't know, mark the box for "unknown."
- (9) **WHAT I WANT THE COURT TO ORDER:** List the changes you want the new court order to contain.
- (10) **DATE AND SIGN HERE BEFORE A CLERK OF COURT OR A NOTARY PUBLIC.** By signing, you are stating under oath or affirmation that the contents of this request are true and correct to the best of your knowledge.